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| *C:\Users\MethodistPC5\Forth Valley Methodist Circuit\CEMC Office - CEMC Church\Communications\Logos, Graphics & Signs\CEMC Branding\cemc logo (no website).png*  **Hospitality & Facilities Manager** |

***Role Description***

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| **Location:** | | Based at the City of Edinburgh Methodist Church 25 Nicolson Square, Edinburgh, EH8 9BX. | | |
| **Line Manager:** | | The Lay (ie non-ministerial) Employee will be employed by the City of Edinburgh Methodist Church and will be under the supervision of the Minister in charge. | | |
| **Line Management Responsibility for:** | | 2 x FT Caretakers, 2 x PT Caretaker, 2 x PT Kitchen Assistants, 1 x Kitchen Cook, 1 x Kitchen Supervisor, 1 x Financial Administrator | | |
| **Role Summary:** | | To manage and develop our caretaking and café staff; manage room lettings and ensure the smooth running of our church building and facilities to maximise commercial income. | | |
| **Main Duties and Responsibilities** | | | | |
|  | Ensure that the departments are delivering an effective service/s by developing and monitoring staff performance. Periodic review of overall performance, setting objectives and undertaking regular meetings with direct reports and the overall team. | | | |
|  | Ensuring compliance with all relevant Health and Safety legislation such as HMO, Legionella, electrical testing etc and ensuring that the properties and building maintenance are of the required standard.  Monitor routine maintenance schedules and work proactively with Property Steward to ensure that appropriate work is completed in a timely manner.  Devise and implement security procedures; risk management.  Act as Fire Marshall in absence of caretaker (during normal office hours).  Oversee use, maintenance, monitoring, inspection and servicing of equipment (including AV, photocopier/printer, boiler, organ and lift) in the building, in conjunction with the Property Steward.  Oversee insurance cover and identify and negotiate contracts. | | | |
|  | Safely store copies of legal agreements and associated correspondence. Be aware, introduce and monitor compliance with legislation concerned with:  \*Fire; Accidents & Health and safety;  \*Disabled access  \*Discrimination in the work place  \*Staff terms and conditions  \*Food hygiene measures  \*Testing of electrical equipment and appliance safety generally | | | |
|  | Undertake standard administration (including rotas, absence and other personnel matters) Advertise for volunteer help for building reception cover. Liaise with receptionists on daily basis to cover generic duties including; security, lettings, staff availability.  Administer current lettings (regular and ad hoc), and handle general enquiries regarding lettings, offering/negotiating terms and quotes. Keep diary and all other records of bookings, including financial information.  Generate new bookings through networking, feedback, familiarity with competition | | | |
|  | Liaise between café Supervisor and those renting rooms on the premises to deliver catering services Liaise with those renting rooms on the premises regarding use of AV system (offer training as required). | | | |
|  | Take a lead on all relevant business issues by preparing reports, representation at various meetings and conducting presentations. Close liaison with colleagues across the church ensuring information is forthcoming on the monitoring of planned targets. Conduct sector benchmarking to ensure industry best practice and value for money for our customers and visitors. | | | |
|  | Liaise with Leadership Team for policy direction on sensitive lettings | | | |
|  | Ensuring that the business is sustainable in terms of operation and setting future goals. | | | |
|  | Undertake any other duties as agreed with or directed by the Church Council/Minister  Meet regularly with Church Finance and Development Group to report on current activity, set objectives and plan for the future. | | | |
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City of Edinburgh Methodist Church

Scottish Charity Number SC039655